

Minutes of Village Plan Steering Committee Meeting Monday 22 June 2015, Parish Room

1. **Present:** Paula Moss (VPSC Chair), David Martland, Keith Cornwell, Cliff Hackett, Liz Hogger

Apologies: Ian Symes, Arnold Pindar, Andrea Lightfoot

2. **Feedback from landowners**

Meetings had been held with landowners as below, attended by PM, AL, KC (EPC), Jon Short as note-taker, and Chris Dick as observer from EffRA. Proformas filled in with information from these meetings were provided in hard copy.

a) Orchard Walls

Landowners keen to work with us, but want 4/5 bedroom houses.

We considered whether it would be possible to include some smaller units. This could be further discussed. Timescale 1-5 years.

b) Berkeley Homes

If their current planning application does not go ahead, they are happy to work with us.

It was agreed it was essential to have NP policies in place, supported by evidence base, if we wish to influence the GBC Local Plan to limit ELF development to the western section that is under consideration for NP.

c) Church Street field and Lyons Field

No meeting yet due to practical issues. They have indicated that some land for Parish Council burial ground extension could be made available on the Church Street field.

PM will contact the landowner (Andy Bedford) and ask him to complete the proforma asap.

ACTION PM

3. **Update on site selection**

Site screening was carried out at the meeting of VPSC on 27 May. Public notes of that meeting are available on the VP website. It was agreed that as well as the aggregate point score for each site, the description of the screening process should indicate how each site scored for each criteria, eg by giving the average score for each criteria as well as the aggregate total score. PM will circulate the spreadsheets with scores, and the summary table.

ACTION PM

It was agreed that maps showing each site should be added.

Two further sites have come forward:

- Beech Avenue gap –the gap between housing on the eastern side of Beech Avenue at the northern end, in front of Champion Meadow. LH and CH declared pecuniary interests (as shareholders of the company owning adjoining Champion Meadow) and will take no part in the consideration of this site.
- Chapel Hill garden – the garden area attached to the White Cottage on Chapel Hill.

PM will circulate scoring spreadsheets for these two sites.

ACTION PM

4. Housing numbers and policies

LH summarised the recommendations made by the Housing Working Group and it was agreed that:

- i. The *minimum* number of new homes required over the period 2014 – 2029 is 44, made up of 13 1-bedroom homes, 26 2-bedroom homes and 5 3-bedroom homes. This is based on the actual HRS returns (60%) and assumes no requirement from those households who did not return the survey form. GBC officer advice was that this approach is acceptable – there is no need to go looking for more. This figure is broadly in line with the natural growth rate in the village shown by the census data for 2001 and 2011, and with the results of West Horsley’s Housing Needs figures. However this target is likely to increase once the market homes / affordable homes ratio is examined more closely.
- ii. Further work should be done on the affordable housing vs market housing requirement, taking into account the likely requirement in the GBC Local Plan for 40% – 45% of new development to be ‘affordable’, ie Housing Association property for rent or shared ownership. This is likely to result in an *increase* on this minimum number. LH will investigate this by examining the individual (anonymous) responses to the HRS, and seek further information from GBC about the numbers on GBC’s Housing list.

ACTION LH

- iii. Further work will be done to identify more precisely the number and sizes of new homes built or approved since November 2014 and since the beginning of the Local Plan period in 2011; this may reduce the total amount of new land needed to meet the housing target.

ACTION Vivien White (EffRA) and AL

- iv. Further work will be done to clarify the census information to provide a precise evidence base for the Effingham Neighborhood Plan.

ACTION DM

- v. The Housing policies will be re-drafted to reflect the revised target and the comments of GBC and the consultation group.

ACTION LH

PM will circulate the latest set of draft policies revised following March 14 event and comments from GBC officers.

ACTION PM

5. Task Group initiatives

a) Communications

A leaflet is needed for use at Village Day to encourage more people to sign up for the online Consultation Group. AL has drafted an A5 leaflet. PM will circulate for proof-reading then arrange printing.

ACTION PM

CH volunteered to do some door knocking in various parts of the village to increase numbers on the consultation group.

ACTION CH

b) Environment

The Environment Working Group is due to meet on 29 June, and will consider revisions to the environment policies and draft the associated evidence base.

ACTION AL, IS

6. Preparations for Village Day on 27 June

We will use the gazebo purchased for the Village Plan, plus some of the display boards, plus the leaflets to be printed. PM will supervise. Rota as follows:

Set-up and clear-away: CH and IS if available

13:00 – 14:30 LH

14.30 – 15.30 KC

15.30 – 16.30 LH

16.30 – 17.30 KC

7. Review of Timetable for Emerging Neighbourhood Plan and residents' survey

It was agreed to combine the village-wide survey with the formal consultation by EPC required under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. To allow time for careful preparation of the draft NP, Village Design Statement, Evidence Base and survey document, this consultation will start on 1 September and run for 8 weeks until 5 pm on Friday 30 October. (Minimum period is 6 weeks.) The draft Neighbourhood Plan will then be reviewed, and the revised version, subject to approval from EPC at their meeting on 5 January 2016, will be submitted to GBC by Monday 11 January 2016 under Regulation 15. At that point it becomes an Emerging Neighbourhood Plan and carries some planning weight. GBC will then publish it and conduct another formal 6-week consultation, followed by submission to Examination. If agreed by Inspector, the Neighbourhood would be subject to a Referendum.

LH will circulate the Regulations and a link to the Government's Planning Practice Guidance website.

ACTION LH

The following detailed timetable is recommended to the Parish Council:

22 June to 20 July	Preparation of draft Neighbourhood Plan, Village Design Statement, Evidence Base and Survey document
28 July 2015	Approval of documents by EPC
17 August 2015	Documents designed, proof-read and sent to print
Tues 1 September 2015	Start of Regulation 14 Consultation. Draft NP, VDS and Evidence Base available on web, in Parish Room and sent to GBC and other consultees, and survey delivered across village (collection to be organised)
Fri 30 October 2015	End of Regulation 14 Consultation
Mon 14 December	NP to be revised in the light of comments and objections received, ready for consideration by EPC
Tues 5 January 2016	Emerging Neighbourhood Plan to be approved by EPC
Mon 11 January 2015	Regulation 15 submission of Emerging Neighbourhood Plan to GBC

8. **AOB**

Document preparation: It was agreed it would be practical to prepare the draft NP and Evidence base using Word documents, since everyone would be able to edit, add text and track changes etc using standard Word software. The documents could then be passed to AL for proper design and incorporation of pictures, maps and graphics. PM will circulate a Word version of the latest draft NP.

ACTION PM

Document control: It was agreed that the master NP document will be separated out into sections to be allocated to named individuals to take responsibility for updating and redrafting – this allocation process will be done at a brief meeting at 9.00 am on Monday 29 June. The revised sections will then be passed back to PM for stitching together the final documents for approval by EPC on 28 July.

ACTION ALL

Date of next meeting: Monday 29 June at 9.00 am